

How to work in the Self-Service Partner Portal

Nursing facilities now have access to the Medicaid eligibility and enrollment system thru the self-service partner portal. The nursing facility representative should complete three trainings before working in the self-service partner portal. To complete the trainings, follow the instructions below.

Login to the CourseMill training website: <https://mvalms.dhh.la.gov/mvacoursemill/home.html>

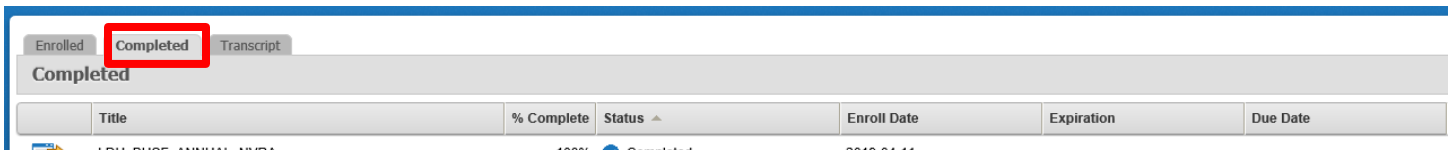
User ID: LNHA

Password: LNHA



The image shows the CourseMill Sign In interface. It has a blue header with 'Sign In' text. Below the header is the CourseMill logo. There are two input fields: 'Language' with a dropdown menu set to 'English', and 'User ID' and 'Password' fields both containing 'LNHA' in red text. Below the input fields are two buttons: 'Go' and 'Create New User'. At the bottom, there is a link that says 'Forgot your User ID or Password?'.

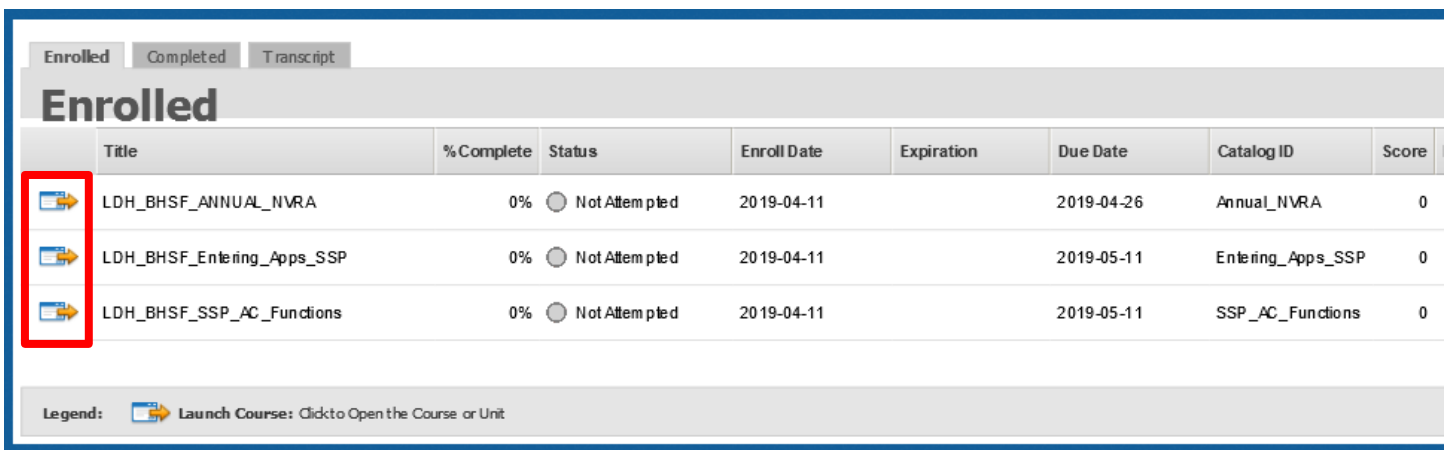
Click the Completed Tab.



The image shows the 'Completed' tab in the CourseMill interface. The 'Completed' tab is highlighted with a red box. Below the tab is a table with the following columns: Title, % Complete, Status, Enroll Date, Expiration, and Due Date. The table contains one row with the following data: Title: LDH_BHSF_ANNUAL_NVRA, % Complete: 100%, Status: Completed, Enroll Date: 2019-04-11, Expiration: 2019-04-11, Due Date: 2019-04-11.

Title	% Complete	Status	Enroll Date	Expiration	Due Date
LDH_BHSF_ANNUAL_NVRA	100%	Completed	2019-04-11	2019-04-11	2019-04-11

Click the Orange Arrow to complete each training.



The image shows the 'Enrolled' tab in the CourseMill interface. The 'Enrolled' tab is highlighted with a red box. Below the tab is a table with the following columns: Title, % Complete, Status, Enroll Date, Expiration, Due Date, Catalog ID, and Score. The table contains three rows with the following data: Row 1: Title: LDH_BHSF_ANNUAL_NVRA, % Complete: 0%, Status: Not Attempted, Enroll Date: 2019-04-11, Expiration: 2019-04-26, Due Date: 2019-04-26, Catalog ID: Annual_NVRA, Score: 0. Row 2: Title: LDH_BHSF_Entering_Apps_SSP, % Complete: 0%, Status: Not Attempted, Enroll Date: 2019-04-11, Expiration: 2019-05-11, Due Date: 2019-05-11, Catalog ID: Entering_Apps_SSP, Score: 0. Row 3: Title: LDH_BHSF_SSP_AC_Functions, % Complete: 0%, Status: Not Attempted, Enroll Date: 2019-04-11, Expiration: 2019-05-11, Due Date: 2019-05-11, Catalog ID: SSP_AC_Functions, Score: 0. Each row has an orange arrow icon in the first column, which is highlighted with a red box. A legend at the bottom states: 'Legend: Launch Course: Click to Open the Course or Unit'.

Title	% Complete	Status	Enroll Date	Expiration	Due Date	Catalog ID	Score
LDH_BHSF_ANNUAL_NVRA	0%	Not Attempted	2019-04-11	2019-04-26	2019-04-26	Annual_NVRA	0
LDH_BHSF_Entering_Apps_SSP	0%	Not Attempted	2019-04-11	2019-05-11	2019-05-11	Entering_Apps_SSP	0
LDH_BHSF_SSP_AC_Functions	0%	Not Attempted	2019-04-11	2019-05-11	2019-05-11	SSP_AC_Functions	0

Legend: Launch Course: Click to Open the Course or Unit